

## Required Items for the Online Sponsor Application “Checklist Summary” in the Connecticut State Department of Education’s (CSDE) Agreement for Child Nutrition Programs

This chart applies to public schools, private schools, and residential child care institutions (RCCIs) that participate in the U. S. Department of Agriculture’s (USDA) school nutrition programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Afterschool Snack Program (ASP) of the NSLP, and Seamless Summer Option (SSO) of the NSLP. As part of the Child Nutrition Program (CNP) sponsor agreement renewal for school year 2021-22, school food authorities (SFAs) must upload the following specific documents in the “Checklist Summary” of the CSDE’s Online Application and Claiming System for Child Nutrition Programs ([CNP System](#)). Please review the chart to determine which checklist items relate to your program. Current documents are available in the “Documents/Forms” sections of the CSDE’s [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) and [Community Eligibility Provision](#) webpages.

Required Forms/Documents to upload into the CNP online sponsor application ( <b>Checklist Items</b> )	SFAs that process <b>free and reduced-price applications</b> (including <b>RCCIs with day students</b> )	SFAs participating in the <b>Special Milk Program (free option)</b> that process <b>free and reduced-price applications</b>	SFAs with <i><b>all</b></i> sites participating in the <b>Community Eligibility Provision (CEP)</b>	SFAs that process <b>free and reduced-price applications</b> and have sites participating in <b>CEP</b>	<b>RCCIs without day students</b>	<b>Special Milk Program (paid only)</b>
1. Policy Statement (must be signed by an Authorized Signer)	X	X	See required form 12 on page 3	X	X	X
2. Public Media Release	X	X	See required form 13 on page 3	X		
3. Site Information on Money Collection and Point-of-Service (POS) Meal Count Systems	X	X	X	X	X	X
4. Meal Application and Data Management Process	X	X	X	X		

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5. Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free and Reduced-price School Meals in the NSLP and SBP, and/or Parent/Guardian Letter: Frequently Asked Questions (FAQ) About Free and Reduced-price School Meals in the SSO	X	X	See required form 14 on page 3	X		
6. Parent/Guardian Notification Letter (approving or denying meals or milk benefits)	X	X		X		
7. Parent/Guardian Notification Letter for Direct Certification based on SNAP, TFA, or Medicaid Benefits (Version 1)	X	X		X		

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8. Parent/Guardian Notification letter for Direct Certification based on Foster Child, Homeless, Runaway or Head Start (Version 2)	X	X		X		
9. Parent/Guardian Notification letter for Direct Certification based on Medicaid Benefits – <b>Reduced-price</b> Meals (Version 3)	X			X		
10. Letter to Household of Notification of Selection for Verification of Eligibility	X			X		
11. Letter of Verification Results and Adverse Action for Income Households	X			X		
12. CEP Policy Statement Addendum			X	X		

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13. CEP Public Media Release for Sponsors Opting for the SSO			X	X		
14. CEP Parent Notification for Sponsors Opting for the SSO			X	X		

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For more information, visit the Connecticut State Department of Education’s (CSDE) [CNP System](#) and [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) webpages, or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Required\\_Items\\_Sponsor\\_Application\\_Checklist\\_Summary\\_CNP\\_System.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Required_Items_Sponsor_Application_Checklist_Summary_CNP_System.pdf).

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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